

York County Office  
100 County Drive, PO Box 532, Yorktown, Virginia 23690-0532  
E-Mail [ex199@vt.edu](mailto:ex199@vt.edu)  
Web Site: [www.yorkcounty.gov/vce](http://www.yorkcounty.gov/vce) or [www.ext.vt.edu/offices/york](http://www.ext.vt.edu/offices/york)

\_\_\_\_\_  
Date of Request

Keith Percic  
104 Larchwood Dr  
Yorktown VA 23692

Dear Keith,

Please prepare payment to: \_\_\_\_\_  
First Last

In the amount of: \$\_\_\_\_\_.

Purpose for payment: Please detail. If you have already purchased, please attach receipts.

\_\_\_\_\_  
\_\_\_\_\_.

Mail payment to: \_\_\_\_\_  
Street Address/PO Box  
\_\_\_\_\_  
City State Zip

Sincerely,

James M. Orband  
Extension Agent, Horticulture

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**Note to MG's: Please attach receipts to this letter. Try to research prices and get a check cut directly to the provider of the product instead of purchasing out of pocket. If you do purchase out of pocket, this form must be submitted via Jim Orband to ensure reimbursement!**  
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Date Paid: \_\_\_\_\_

Check No.: \_\_\_\_\_